

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 19, 2010

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney

Spoke to, attended and/or met with:

- EVWRA meeting
- County Manager's meeting
- FLC Legislative Conference
- FCCMA Board of Directors Meeting

City Clerk's Office

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
 - City Commission Organizational Meeting
 - Historic Landmark Preservation Advisory Board Meeting
- City Clerk staff attended "Government in the Sunshine" seminar presented by Daytona State College

Community Development

Planning

- Construction at the Joint Permit Counter continues this week. Carpet has been removed, drywall, sanding and painting continues, with placement of the counter expected next week. Expected day that the Joint Permit Center will begin operations is 11.29.10.
- Staff met with Volusia County to discuss the Interlocal Boundary Agreement. We have indicated to VC that we want to plan, zone, apply our Development Regulations, and do a revenue sharing for the initial year of annexation when the property is not picked up by the Property Appraiser's Office for Ormond Beach tax purposes. The revenue sharing idea is based upon a pro-rata share depending on the month annexed. The plan for the US 1 North Corridor will be divided into three sectors: 1) Tomoka River to Pine Tree; 2) Pine Tree to the SE section of the I95 Interchange; and 3) NW section of I95 Interchange to the northwestern boundary line of the 1991 Interlocal Agreement regarding sewer and water. Major issues include: itinerant businesses during bike events; policing of bike events; and phasing of the annexations to meet expected expenditures for increased service provision.
- The second and last public hearing on Hunter's Ridge was on 11.15.10. The BCC approved the land use plan amendment for the Substantial Deviation (5-0). The DRI DO was approved 3-2 (Holland and Peterson voting nay). There were three OB residents (Michelle Branch, Wayne Griffin, and Jeff Myers) who spoke against the proposal. One resident on Durrance Lane spoke against the Durrance Road being improved (Robin

- Green). A number of builders, developers, and HOA representatives from the Hunter's Ridge portion of Ormond Beach spoke in favor of the amendment. The density increase, as a result of the DRI DO, is now at approximately 600 units above the 1702 originally approved in the 1991 DRI DO. Hunter's Ridge agreed to reduce the additional density as part of their discussions with the Hunter's Ridge HOA coalition.
- Staff shot the final elevation grades at 350 Cumberland Avenue today in accordance with the mediated agreement between Gordon Whitley and Irene Todora. Mr. Whitley's elevated home is close to final completion and occupancy.

Building Inspections, Permitting & Licensing

- 68 permits issued with a valuation of \$485,439.00
- 170 inspections performed.
- 8 business tax receipts issued.

Development Services

- Staff has encountered construction of a structure within the setback at 499 S. Nova (Bright Beginnings) that was not permitted. This property has a history of proceeding with unpermitted work. First, the interior was under construction without the proper building plans and permits. Second, exterior work was done prior to a site plan review and approval by the SPRC. Third, the work on the buffer and landscaping was being done not in accordance with the approved plan. Fourth, a splash pad for the children was under construction to the rear of the building without permits. Now construction of a structure within the setback. The Department referred the violation to NID for issuance of a notice of violation and action by the Special Master. Staff met with Mr. Bill Lucia to discuss the latest issue and the overall project. Options were provided to Mr. Lucia and he has decided to bring the latest violation into compliance by removing members of the structures which would make it an accessory structure and not a principal structure which needs to meet setbacks for principal buildings. We have indicated that a Certificate of Occupancy for the site will not be issued until all violations are resolved.
- **Economic Development**
Ormond Crossings
 - Tomoka Holdings is preparing the revised PMUD and development standard material for staff review.
 - Staff received notice that the application to the Florida Planning and Zoning Association Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010 was selected. The award dinner will be held on December 10 at the River Grille Restaurant in Ormond Beach at 6 PM.

Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. The landscaping improvements are underway and the two monument signs will be installed to replace the old wooden signs at the entrance of Sunshine Boulevard. A ribbon cutting ceremony is being arranged for mid-December.
- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. The site plan is being finalized. Staff is working with County Economic Development and Center for Business Excellence representatives to determine their eligibility and level of economic development incentives. Volusia County has approved local 20% match for a State tax credit as part of the Qualified Target Industries economic development program. An application is being prepared to the County for Industrial Revenue bonds. Staff is working with Pace to complete an application for ad valorem tax abatement, which will be presented to the Commission.

- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff will process the plan and application for the conduit project when it is filed.

Ormond Beach Chamber

- Staff met with a local bank to discuss the feasibility of formulating a business loan pool program. Further discussion with the bank and SBA is expected.
- Prospective Business Attraction/Retention/Expansion
- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of other site and transportation matters.
- Staff met with Putnam State Bank and a prospective buyer of the Billy's Tap Room property regarding reopening and renovating the restaurant.
- Special Economic Development Projects
- Team Volusia Economic Development Corporation (TVEDC) has selected 3 candidates to visit Volusia County for a series of meetings and tours on November 4. Staff met with CEO candidates and Helen Cauthen, VP of the Greater Greensboro North Carolina Economic Development Alliance was selected and tentatively accepted the position.

Airport Operation and Development

- Construction of the new Sunrise Aviation fuel farm was completed this week. Staff has not yet been apprised as to when the fuel farm will be operational.
- Hoyle, Tanner and Associates (HTA) forwarded this week final revisions of conceptual designs for the projects to relocate Taxiway "A" and renovate Taxiway "C," which include a ground traffic management plan for aircraft ingress and egress from the new T-hangars in FBO Area 2. Staff previously met with representatives of HTA and the ATC tower manager to review design options regarding these projects.
- Geotechnical surveys in support of the projects to move Taxiway "A," renovate Taxiway "C," and construct a public use heliport are to be conducted next week.
- Daytona Beach International Airport advises that Runway 7L-25R will be closed from 7:00 AM through 8:15 AM on Friday, 19 November 2010. This temporary runway closure is not expected to affect traffic levels at OBMA.
- Staff received multiple complaints regarding helicopter operations over Bear Creek during the evening of Sunday, 14 November 2010. Staff worked with the ATC tower and the FAA in Daytona Beach to identify two helicopters in the area that night. The first was a small training helicopter from Bristow Aviation in Titusville; the second was a large U.S. Navy H-60 helicopter operating from the Naval Air Station in Jacksonville. Staff contacted both Bristow Aviation and the U.S. Navy to investigate this activity. Staff has received assurances of cooperation from both organizations regarding matters of noise abatement.
- Staff was previously apprised that a keypad unit on the airport Automated Weather Observation Station (AWOS) has malfunctioned and must be replaced. A rebuilt unit has been acquired, and will be installed in concert with other scheduled work at the ATC tower in order to minimize costs. This work is expected to be completed this week.

- Staff received final authorization from FDOT to include certain repairs and upgrades to the security systems at the ATC tower as refundable under the 100% security grant currently active between the city and FDOT. This authorization will afford the ATC tower important security surveillance capabilities at no cost to the city.
- Staff attended the airport safety meeting at Daytona Beach International Airport this week. Opportunity was taken to advise the flight schools in attendance of recent noise complaints from residents of Ormond Lakes and Breakaway Trails. Staff learned that Phoenix East Aviation will soon be replacing their current multi-engine training aircraft with new and much quieter aircraft, which should help to reduce noise impacts on communities near the airport.
- Staff has posted the latest airport traffic counts on the City website. Annual traffic is down 31,800 operations as of October 31, 2010. This represents a reduction of 24% over last year.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.

Completed Projects - Weekly

- Processed 47 Journal Entry Batches (# 497 – 600).
- Approved 17 Purchase Requisitions totaling \$285,701.80.
- Issued 18 Purchase Orders totaling \$124,918.97.
- Held opening for Bid No. 2011-04, Decorative Lighting Purchase – Pedestrian Underpass & Fishing Pier, on 11/17/2010.
- Prepared 165 Accounts Payable checks totaling \$1,355,003.40 and 22 Accounts Payable EFT payments totaling \$253,724.00.
- Processed 4,219 cash receipts totaling \$470,143.83.
- Processed 1,495 utility bill payments through ACH totaling \$97,640.10.
- Processed and issued 5,168 utility bills with billed consumption of water of 22,636k.
- Issued 903 past due notices on utility accounts.

Public Information

- Press Releases
 - Main Trail Bridge Rehabilitation
 - New Commission Takes Office
- Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

Weekly Statistics

5	Fires
5	Fire Alarms
1	Hazardous
58	EMS
6	Motor Vehicle Accidents
21	Public Assists
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96	TOTAL CALLS

Medical Call Type

3	Assault	1	Headache
2	Blood Pressure	1	Medical Alarm
13	Breathing Problem	1	Psychiatric
4	Chest Pain	1	Sick Person
2	Choking	1	Traffic Accident
1	Convulsions/Seizure	2	Traumatic Injury
4	Diabetic Problem	5	Unconscious
1	DOA	2	Unknown Medical
10	Fall Victim		

54 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies:
11 calls – Volusia County (8), Holly Hill (1), Daytona (2)
- Aid received from other agencies: **0 calls**
- Total staff hours provided to other agencies: **35 hours**
- Total staff hours received from other agencies: **0 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **13**

Significant Incidents

Date: Monday - 11/8/10

Address: 1189 N. US Hwy 1

Dispatch Time: 10:50 AM

Cleared Time: 12:00 PM

Incident Description: Provided automatic aid to Volusia County for a 2 vehicle accident. A small 4-door sedan ran into the back of a parked Votran bus on Northbound US1 across from Hawaiian Tropic Manufacturing. Driver of sedan was extricated from vehicle. Driver and 1 passenger in bus received minor injuries and were transported to the hospital. Accident caused traffic delays to Northbound US1 for approximately 1 hour.

Units on Scene: Ormond Beach Rescue Engine 93. Volusia County: 2 units

Date: Tuesday - 11/9/10

Address: 44 Village Dr.

Dispatch Time: 12:28 PM

Cleared Time: 2:13 PM

Incident Description: Provided automatic aid to Volusia County for a structure fire. Upon arrival found light smoke outside home. Upon entry found smoke coming through stone on front of fireplace. Search was conducted of attic space and outside chimney. Crews removed part of fireplace face to locate smoldering wood. No additional damage was noted. All hot spots were extinguished by water extinguishers.

Units on Scene: Ormond Beach Rescue Engine 93, Quint 92, Tanker 94. Volusia County: 3 units.

Date: Friday - 11/12/10

Address: 1702 Espanola Dr., Holly Hill

Dispatch Time: 9:36 PM

Cleared Time: 10:43 PM

Incident Description: Provided automatic aid for a structure fire in an apartment complex. Heavy smoke and flames were coming from rear roof [C side] and attached B side of structure. After fire was extinguished, a search was conducted of the 3 apartment units

involved. Vertical ventilation was performed on both the structure of origin and the attached Exposure B. No injuries.

Units on Scene: Ormond Beach: Rescue Engine 93, Quint 92. Volusia County: 2 units. Holly Hill: 2 units. Daytona: 3 units. State Fire Marshal.

Date: Friday - 11/12/10

Address: S I-95, Mile Marker 277

Dispatch Time: 11:39 PM

Cleared Time: 12:32 AM

Incident Description: Provided automatic aid to Volusia County for a motor vehicle accident. A tractor trailer carrying appliances overturned and was blocking all 3 lanes. Crews conducted clean-up of large diesel fuel leak. Driver was out of vehicle with minor injuries.

Units on Scene: Ormond Beach Rescue Engine 93. Volusia County: 3 units. Holly Hill: 1 unit.

Date: Saturday - 11/13/10

Address: 6 Bluewater Lake Circle

Dispatch Time: 4:26 PM

Cleared Time: 5:05 PM

Incident Description: Responded to a pedestrian accident. A female driver struck a male pedestrian when she was backing out of driveway. In the process the driver was thrown from her vehicle and critically injured. Two Evac ambulances responded. Both patients were identified as trauma alerts and were transported to hospital. Two Ormond Beach firefighters assisted Evac during transportation of patients. Ormond Beach Police Department conducted the investigation.

Units on Scene: Ormond Beach Quint 92 & Battalion 90, EVAC & OBPD.

Operations

- Continued flu shot program at Station 91 with 14 vaccines administered this week with an overall total of 328.
- Met with Fleet Department regarding apparatus replacement.
- Held bi-weekly administrative staff meeting.

Activities

- Inspected 212 hydrants and placed street reflective markers as needed.
- Conducted 3 fire inspections.
- Updated 23 pre-fire plans.
- Visited 2 homes for smoke detector checks.
- Presentation at Calvary Christian Academy. Spoke to 130 children on fire safety, explained gear and truck.

Training Hours

4	Aerial Operations
6	BTLS / PHTLS / ITLS
9	Donning & Use
9	EMT Refresher Module
7	Tactics
4	Technical Rescue

39 TOTAL STAFF HOURS

Human Resources

Staffing Update

Job Requisitions

- Fire Department – Office Manager

- Public Works/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Police Dept - Community Service Officer
- Leisure Services/Registration - PT Office Assistant I advertised through November 24, 2010.
- Leisure Services/Community Events – PT Community Events Technician advertised through November 24, 2010.

Screening/Interviews Scheduled

- Fire Department – Firefighter/EMT (Close to 300 applications have been received). On Tuesday, November 16th a physical ability test and an EMS patient assessment was administered to 17 candidates. 15 applicants will proceed to the oral board interviews to be held on Tuesday, November 30th.
- Leisure Services/Sports – PT Recreation Leader recruitment – 4 applications received and forwarded.
Interviews have been scheduled for 11/12/10.

Background/Reference Checks

- Police Department – Police Officers (3), backgrounds currently underway.

Job Offers

- Police Department – Police Officers (3), a waiting completion of background. Expected start date November 29, 2010.
- Public Works/Drainage Maintenance – Maintenance Worker II – new employee began employment on Monday, Nov. 15th

Terminations/Resignations/Retirements

Promotions

- Police Department – A Sergeant Promotional Process is being conducted to establish an eligibility list. The written exam was held on November 15th in the H.R. Training Room and the assessment will be conducted at the Advanced Technology Center (ATC) on November 19th.

Employee/City Benefits Program Update

- The monthly results of savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs is showing marked savings for those participating. Over 360 residents have utilized the program and have saved \$12,851.75 over five months.

Regulatory & Compliance Issues

- Services Agreement with Conexis for COBRA administration has been submitted with a start date of December 1, 2010 for Conexis to start COBRA administration. This service is being provided, at no cost to the City, by Florida Healthcare and Brown and Brown.

Information Technology (IT)

- Work Plan Projects
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 54 New work - 49 completed - 37 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	37,900	Inbound E-Mails Blocked	28,308
Delivered Inbound E-Mails	9,461	Quarantined Messages	131
Percentage Good Email	25%	Virus E-Mails Blocked	73

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 27
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Supervisory staff meeting
- Program coordinator meeting
- Public Works staff meeting
- City Manager staff meeting
- City Commission reception
- City Commission meeting
- GEA Collective Bargaining meeting
- Airport Community Event
- Project ROMP discussion
- Boundless Playground planting meeting
- Attended baseball meeting
- Discussions on upcoming projects
- Program meeting South Ormond Neighborhood Center
- Progression meeting for t-ball complex

Athletics

- The OBYBSA competitive teams continued their practices and games this week at the Nova Fields, as well as the Dale Buttleman softball quad.
- OBSC Competitive Games continued and are played each weekend, some at the Sports Complex, and some on the road. This will continue through the month of November.
- OBSC Recreational Soccer finished its game season this Saturday, with a full slate of games on 9 of the 10 fields. Games ran from 8am to 1pm.
- City's Youth Flag Football Program finished its playoffs in the Junior and Senior Divisions this week at Softball quad #3 on Thursday. Awards were distributed at the end of another fine season.
- Seabreeze High School Boy's and Girl's Soccer continued practicing at the Sports Complex, fields #6 and #8, for their upcoming season. They practice daily from 3:30 to 5:45pm. The Girls had their 3rd game of the season on Monday night, while the Boys had their 2nd game of the season Monday also, F6 & F7, Sports Complex.
- City's Girl's Basketball Program continued this week, with team practices on Monday - Thursday evenings, 6-9pm, Nova Gym. Practices will continue through early December, with games beginning Dec. 6th.
- OBYBA Boy's Basketball Program held their preseason skill assessments and will begin practicing later this week at Nova Gym and at the outdoor court at South Ormond Neighborhood Center. The South Ormond gym is currently under construction.
- Calvary Christian Academy Soccer started their game season at Soccer Field #5 last week at the Sports Complex. They had their 2nd game Friday at 4pm.

- River Bend Academy also started their Game Season at the Sports Complex, Field #7 last week. They played their 2nd game Friday at 5pm.
- Upcoming Activities: Men's Winter Softball League

Athletic Field Maintenance

- Mowed Baseball Fields #1-#4, three times a week
- Mowed common areas.
- Mowed South Ormond outfield, prepped infield.
- Went to South Ormond Rec. to clean tennis and basketball and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Mowed softball #1 - #4 and co-ed fields.
- Picked-up and dropped-off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed soccer #1 - #10, twice a week
- Painted foul lines and prepared baseball fields daily for competitive teams practice and games.
- Cleaned up after daily use of the soccer fields.
- Prepped softball fields #1 - #2 for Lady Renegade's competitive club practice.
- Put out garbage cans and player benches on soccer fields.
- Painted the full size soccer field for men's league.
- Painted 19 soccer fields for the beginning of the fall recreation soccer league.
- Did the fields for adult co-ed and men's softball.
- Painted the football field.
- Repainted 2 fields for the recreation flag-football.
- Prepped the fields at Osceola for their t-ball teams.
- Repainted a full size soccer field on field #7. Put out nets and flags for Seabreeze girls J.V. and Varsity, Seabreeze boys J.V. and Varsity, CCA boy's Varsity and Riverbend boys Varsity games throughout the week.
- Hosted the Lady Renegade tourney at the Sports Complex, Nova and South Ormond complexes both Saturday and Sunday.
- Cleaned up and ready the fields Monday after the softball tourney.
- Sprayed baseball 1-4 to prevent poa grass from coming back during winter over seeding.
- Edged and added clay to infield on baseball #4. Prepping to close down for over seeding.
- Fertilized football/soccer #7 field to help the grass last through the fall changes and drought.
- Replaced and relocated sprinklers at South Ormond softball.

Senior Center

- Granada Squares Dance, Tuesday
- Tomoka Duplicate Bridge, Tuesday, Saturday
- Daytona Community Church, Thursday
- Square Dance, Friday
- Chinmaya Church, Sunday

Performing Arts Center

- Staff prepared for the performance of Kopy Kats Revue, (Friday, Saturday, Sunday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap

- Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
- Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
- Friday – Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following events:
 - Recovery Comedy Show, November 19th, 8pm, \$10
 - Ever and Always, Hayden, Letters From A B-17 Pilot, November 20th, 7pm, \$10

South Ormond Neighborhood Center

- Splash Pad opens 10am until dusk
- Open Weight room during Center hours
- Neighborhood Park opens sunrise until 10pm
- Pop Warner football practice 5:30pm-8pm, Monday, Wednesday and Thursday
- Youth Basketball Draft 6:30pm-8:30pm, Monday and Wednesday

Community Events

- Attended staff meeting
- Weekly administrative tasks and office work
- Attended events meeting
- Attended and cleaned up Veterans dinner
- Continue working on HOHO Parade tasks, applications and sponsorships
- Attended logistics meeting for upcoming holiday concerts
- Shopping for holiday supplies
- Attended Riverfest meeting
- Set up and clean up of New Commission reception
- Distribution of Santa On The Go and Santa Calling flyers

Gymnastics

- Parents Day November 17th
- Father Lopez cheer team has scheduled their workouts at the gymnastics center.
- The Team girls went to the 3rd qualifier over in New Port Richey last weekend and all the girls did a wonderful job.
- All the level 2 and 3 students have qualified for the State competition in December.

Nova Community Center and Special Populations

- Nova conducted regular adult classes in Jazzercise, “take off pounds sensibly” (TOPS) and Yoga.
- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Nova Community Center continued fall programs including the Activity Class and Miss Debby’s Dance Classes.
- Girls Basketball was on Monday, Tuesday, Wednesday and Thursday in the Nova Community Center gymnasium through the Athletics Division.
- Challenger Basketball met on Tuesday. Volunteers assisted with coaching and as “buddies” for the special needs participants.
- City Santas” Rummage Sale was on Saturday in the Nova Community Center Gymnasium. Hundreds of items were available; all proceeds went to Halifax Urban Ministries holiday drive.

- The City of Ormond Beach and the Special Populations Activity and Recreation Council (SPARC) Hoedown was on Friday. Over 175 special needs participants, volunteers, parents and providers enjoyed dancing to DJ Ryan Knox, dinner, pictures and karaoke.
- Seabreeze High School volunteers from the Exceptional Student Education program helped with cleaning of the exercise room and the game room.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- Larry Beck Gallery Exhibit in the Gallery 11/5-11/30.
- Casement Guild Board Meeting, Monday 9:30-noon
- The Casements Guild held their final Gala meeting before the event scheduled for December 3rd, 4th and 5th.
- Staff prepared room for Daytona State College Interior Design to put together their decorations for the front sun porch area for the holiday and Gala event.
- Yoga this week on Tuesday mornings from 10:00am-11:30am and Thursday evening from 6:30pm-8:00pm.
- Zumba Classes continued this week on Tuesday and Thursday evening from 6:00pm to 7:00pm.
- The Garden Club of the Halifax Country met in the Gallery on Tuesday for a meeting and presentation, 9:00am to noon.
- Pilates Classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Guild held their November general meeting on Wednesday, from 9:30 to noon.
- Mainland's ROTC met at The Casements on Wednesday afternoon to begin decorating the outside of the house for the holidays. The Casements Coordinator treated them with pizza after their work was complete.
- Casements Guild members worked on fruit displays for outside windows this week Monday thru Thursday.
- The Casements Guild Crafters met this Thursday from 12:30pm to 3:00pm to continue working on crafts for the annual Gala in December.
- Staff assisted with the weekly Farmers' Market this week on Thursday with new market hours of 2:00pm to 6:30pm.
- Staff set up for the Riverfest Sponsorship Party on Friday from 6pm to 8pm.
- Staff assisted Ormond Mainstreet for set up of Riverfest on Friday.
- Casements Staff along with Community Events staff will work the gates for Riverfest. A rental for The Casements.
- Seaside Herb Society will meet at Bailey Riverbridge on Saturday from 9am to noon.
- The Historical Society will present an Echo Ranger program at Bailey Riverbridge from 1pm to 3pm on Saturday.
- Bailey Riverbridge will be the a site for a small wedding on Saturday from 4:00pm to 6:00pm.

Building Maintenance

- Repaired French doors at the Casements
- Repaired vandalized door for handicap stall at the soccer complex
- Checked lights in snowflakes for Christmas decorations
- Moved furniture for Hall Construction at City Hall
- Installed six new sinks in ladies room at the baseball complex
- Installed informational kiosk at the gymnastics center
- Installed plaque for the veterans memorial at Memorial Gardens
- Repaired toilet in the men's room at Central Park 1
- Installed new water heater for the baseball building at the sports complex
- Repaired lights in the breezeway at City Hall

- Repaired vandalized pathway light at Memorial Gardens
- Repaired broken water line for fountain at Hospital Park
- Repaired broken faucet in men's room at Central Park 2
- Replaced lockset on pump house building at the soccer fields
- Repaired kitchen sink at the wastewater treatment plant maintenance building

Police Department

Administrative Services

- Property and Evidence Room audit and inventory continuing. New Evidence Technician has been hired and has started training.
- Attended PAL Golf Tournament
- Met with Communications International representative regarding radio maintenance agreement.
- Testing/Assessment Center process for establishing current Sergeant eligibility/promotional list.
- Attended Volusia/Flagler Police Chiefs meeting.
- Posted announcement of Lieutenant selection process.

Community Outreach

- The Tutors R US program was held at the South Ormond Neighborhood Center. Currently 22 youth are enrolled in the program.
- Members of the YDC assisted with the OBPAL golf tournament by handing out goodie bags to the players.
- The National Active and Retired Federal Employees contacted OBPAL and donated toys to be given out during our annual Holiday party. OBPAL received 30 gifts for youth.
- OBPAL hosted the annual Golfing for Youth tournament at RiverBend Golf Club on November 13th. The tournament raised \$6,400 to support programs for at-risk youth in Ormond Beach.
- OBPAL is partnering with the Ormond Beach Chamber in the December Sparkler. Members of the chamber will bring a new unwrapped toy to the sparkler. The toys will be given to youth attending the OBPAL Annual Holiday Event.
- Two youth attended the Youth Leadership Conference in New Mexico. Youth attending the conference received leadership training to assist them in implementing the local Youth Director Program.

Community Services & Animal Control

- Animal calls responded to 66
- Animal Reports 5
- Animals to FHS 15
- Written Warnings issued 3
- Wildlife to Tomoka Vet 2
- Reclaim Fee received 1
- Animal Traps issued 3
- Animal License issued 2

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 4
- Inactive: 10
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2

- Larceny Car break: 10
- Grand Theft: 5
- Auto Theft: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Deaths: 1

Narcotics

- One Buy Walk and three Buy Walk attempts.

Comments

- Charges filed on three juveniles and one adult for numerous car burglaries on the west side of the city. One stolen firearm and numerous other articles have been recovered.

Records

- Walk - Ins / Window 202
- Phone Calls 232
- Arrest / NTA'S 20
- Citations Issued 104
- Citations Entered 95
- Reports Generated 130
- Reports Entered 141
- Mail / Faxes / Request 107

Operations

- 11/11/10 – Carbreak- Willow Run, unlocked vehicle, GPS stolen.
- 11/11/10 – Fugitive arrest on warrants out of St. Johns County – adult /male.
- 11/11/10 - Baker Act – adult male – Havenwood Trail.
- 11/11/10 - Carbreak - Pine Cone Trail. Three vehicles belonging to victim were entered. All three vehicles had been left unlocked-GPS units stolen from two of the vehicles; no items missing from third.
- 11/12/10 - Myer's Act – adult /male subject from Nova Recreation Center.
- 11/12/10 – Residential Burglary located on Quail Run - TV stolen.
- 11/13/10 – Carbreak - Peninsula Dr. Samsonite briefcase, Toshiba laptop and other misc items stolen from unlocked vehicle.
- 11/13/10 - Accident with fatal injuries - Bluewater Lake Circle in Aberdeen subdivision.
- 11/13/10 – Vandalism. Five cars were egged along Nova Rd. and within The Trails subdivision.
- 11/13/10 - Trespassing arrest made at Taco Bell, W. Granada Blvd.
- 11/13/10 - Narcotics arrest in front of 90 Seminole. Possession of drug paraphernalia and possession of a controlled substance under 20 grams.
- 11/15/10 - Carbreak - Flamingo Drive.
- 11/15/10 - Transients trespassed from Birthplace of Speed Park.
- 11/15/10 -Trespassing arrest at the Shell gas station – Granada Blvd. and I-95.
- 11/14/10 - Vandalism – N. St. Andrews Dr; several mailboxes vandalized.
- 11/15/10 - Domestic Violence battery - Choctaw Tr. Adult male arrested.
- 11/15/10 - Domestic Dispute - Military Blvd.
- 11/15/10 - Plantation Island 187 S Atlantic Ave. While on routine patrol an officer caught an adult male prying a Coke machine open with a large pry bar. Subject arrested.

- 11/15/10 - Carbreak - Shadow Lakes Blvd. Trumpet and saxophone taken from unlocked vehicle.
- 11/15/10 – Car Break – Wal-Mart. Disabled parking permit taken from vehicle with windows left open.
- 11/15/10 - Car Break - Shadow Lakes Blvd. \$10 in change and 2 fishing poles taken.
- 11/15/10 - Fraud - Signal Ave. Victim had their computer compromised and several long distance overseas phone calls made via their network totaling thousands of dollars.
- 11/16/10 - Carbreak - Kenilworth Ave. Miscellaneous tools taken.
- 11/16/10 –Burglary Residence - Allwood Green. Edger taken from garage.
- 11/16/10 - Assault & Battery - Forest Hills
- 11/16/10 – Carbreak - Regal Cinema.
- 11/16/10 – Larceny - Game Stop on W Granada Blvd; Subject entered store and acted as if he was going to make a purchase. Once everything was together at the checkout counter the suspect fled with merchandise totaling over \$600 in value.
- 11/16/10 – Domestic Violence – N. Beach St. Incident involved twin sisters. Dual complaint affidavits filed.
- 11/17/10 - Carbreak - Lakebridge Drive.

Traffic Unit

- 10-10-00159: Motorcycle Crash with Injury, 2000 BLK N. Beach Street. Northbound motorcyclist lost control along the curve inside Tomoka State Park. Driver sustained serious injuries and was sent to Halifax Medical Center as a trauma alert. Roadway shutdown for about 90 minutes during investigation
- 10-11-00173: Motorcycle Crash with Injury, 700 BLK W. Granada Blvd. Westbound motorcycle rear ended an SUV at a high rate of speed. Driver sustained serious injuries and was sent to Halifax Medical Center as a trauma alert. Roadway shutdown for about 30 minutes during investigation.
- 10-11-00232: Fatal Crash, 6 Bluewater Lake Circle. Driver lost control of her vehicle while backing with her door open. The vehicle door struck a neighbor and caused serious injuries. The driver was then ejected out of the vehicle as it continued backwards, out of control. The neighbor and the driver both died of their injuries after being transported to the hospital.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Sergeant Smith, Officer Pavelka, Officer Borzner, and Officer Piccola attended the annual Police Motorcycle Skills and Training Challenge hosted by DBPD and VCSO at Destination Daytona from Thursday through Saturday. Motormen from all over the country participated. It turned out to be a very educational and worthwhile training event.
- Traffic Citations 74
- Parking Citations 4
- Crash - No Inj. 18
- Crash - Injury 4
- Crash - Fatal 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 125
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - US 1 / SR 40
 - Airport Road
 - N. US 1
 - River Bluff / St. Andrews Drive
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue

- 600 BLK Riverside Drive
- SR A1A
- Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Tymber Run
 - Ormond Lakes

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 0 Cases initiated
- 9 tree removal permit requests
- 52 signs either removed or sign cases created.
- Administrative staff assisted with fifty-four (54) telephonic inquiries and one walk-in inquiry.

Public Works

- US1 Forcemain Extension Phase II- Prepared Commission package for execution of Sovereignty Submerged Lands Easement for the watermain bridge attachment river crossing.
- Water Treatment Plant Dist. System Phase II- Contractor placed signage and maintenance of traffic to begin construction of watermain along Railroad Street.
- Main Trail Bridge- Received schedule and process shop drawings. Contacted HOA and sent notification of work and maintenance of traffic plans.
- 2010 Roadway Resurfacing- Kenilworth Ave, S.R. Perrott Dr, Old Kings Rd and one side of Fleming Ave was completed.
- Sanchez Stormdrain- Failing culverts have been replaced under the park access road and beneath the cul-de-sac.
- Rima Ridge Wells 54, 55 & 56- Additional work was needed to reduce sediment flow from well 55; however, testing subsequently indicated that sediment levels will be acceptable with slightly lower pumping rates.
- SR40 Sidewalk / Trail Phase I- Prepared final invoice
- SR40 Sidewalk / Trail Phase II- Met contractor on punch list items not completed
- US1 & SR40 Utilities Relocation- Reviewed and approved final invoice for project.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Upper wall brackets were installed to affix the wall paneling within the gym. Dry wall has been delivered.
- 1517 Oak Forest Drive Stormdrain Outfall- Stormdrain pipe was lined with cured in place PVC pipe. End of pipe was extended to reduce scour. Retaining wall above pipe should now be stabilized.
- South Ormond Rec Center Lighting- Contacted contractor for close out documents and final pay out.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has begun clearing and performing locates prior to initiation of underground work activities.
- Joint Permit Center – The contractor is approximately 60% complete.

Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Permitting are into St. Johns River Water Management District for review.

- Airport Road Forcemain Extension- Preliminary cost estimates are being prepared for needed improvements to the River Bend golf course to use reclaimed water.
- OBSC Boundless Playground
- Tomoka State Park- Provided information to FDOT on permit, specs and plans.
- Ormond Scenic Loop- Responded to legal issues with FDOT and award of contract.
- SR40 Sidewalk / Trail Phase III- Instructed consultant for final plans.
- SR40 Nova to A1A Interconnect- Discussion with ATT on using their conduit on Granada Bridge. Issued work authorization for design.
- Ormond Crossing IJ / LAP- Met with consultants RS&H on comments to their report.
- US1 & Nova Rd.- Discussed issues with FPL and FDOT on street light conflicts.
- Rosewood Sidewalk- Prepared a discussion item.
- FDOT Mast Arm Replacement on SR40- Provide information on LFA and FDOT contract for ITS recovery section.
- Granada Bridge Decorative Pole Replacement
- Vining Court
- Downtown Wayfinding Signage
- Tarpon Sculpture Installation
- Wooden Pedestrian Walkway Lighting Replacement
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Engineering received 30% plans for review.
- EVRWA Nova Canal Flood Control Study– Final report was approved by the EVRWA and presented and approved by the CC at its meeting of November 3rd.
- Coolidge Avenue Roadway and Drainage Improvements- Bid was approved by the City Commission. Contracts are being prepared for execution by the contractor.
- Hand Avenue - Still waiting on final approval from FEMA for expanded grant request on Hand Avenue additional information was sent to them at their request. Consultant submitted the permit modification to SJRWMD to add the pond interconnect channel and bridge on Hand Avenue.

Administration

- Prepared project invoices/pay requests totaling \$704,027
- Prepared work authorizations totaling \$32,017
- Prepared requisitions/PO's totaling \$7,474
- N. US1 Properties Proposed Annexation – Investigated site conditions for Benton St. and Flagler Rd. Prepared cost estimates for correcting deficiencies of road and right-of-way for interim service and for future build out.
- Stormdrain Pipe Joint Repair- Staff reviewed contract materials to consider piggy back service.
- 20 roadways were surveyed for pavement condition.
- Park Place- Met with residents of the subdivision to discuss their concerns regarding stormwater drainage and the adjacent development Stratford Place.
- Nova Road Landfill- Prepared financial assurance form for maintenance of landfill closure. Met with FDEP and consultant to discuss additional monitoring requested by FDEP.
- Inspected wooden golf cart bridge by Airport Road.
- Prepared a cost estimate for Halifax Dr.
- Responded to questions and information for US 1 and SR 40 realignment.
- Issued permit to AT&T for Forest Hills Blvd.
- Issued permit to AT&T for Clyde Morris Blvd.
- Met with The FDEP to discuss additional monitoring and assessment requirements that they are requesting to try to determine source and extent of Arsenic that is being

detected within the groundwater monitoring wells that are sampled quarterly at the landfill. It is thought that the adjacent cemetery may have some contribution to this.

Customer Service

- Provided right of way information and stakeout of N.E. corner Washington and Live Oak for Water Dept request.
- Provided Electrical As-Built of Rockefeller Gardens for Leisure Services request.
- Provided property line location of 729 Oleander for Neighborhood Improvement Division request.
- Provided Splash Park As-Built information for Building Div.
- Provided base flood elevation for 357 N Beach St for future residence construction for home builder request.

Other

- 32 projects were inspected.
- Completed requested OBPD Monitoring well map compilation for BFA request.

Meetings

- ATT Don Sanders on permit at Clyde Morris

• **Street Maintenance**

Asphalt / Concrete

- Repair asphalt on Racquetball courts (south side) at Nova Recreation
- Replace sidewalk removed by Water Department at 10 Laurel Oaks Circle
- Replace concrete in Lift Station driveway at US Foods on N. US1
- Replace 40' concrete gutter (with 2 aprons) at Loyola and Kent (east side)

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Trimming and removal at Red Maple Circle and at Sandpiper Circle
- FDOT ROW trimming on West Granada

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles in Public Works Yard
- ROW trimming citywide
- Print daily work orders and distribute for job assignments
- Use loader and big truck to pick up trash on ROW at Pineland
- Assist concrete crew at Kent & Loyola

Sign Shop

- Continued fabrication of new HIP (High Intensity Prismatic) street names for intersections along N. Ridgewood Avenue
- Labeled new animal traps: "Animal Services" "OBPD" for the Community Services Division of the Ormond Beach Police Department
- Continued citywide pavement marking inspections

- Repair or replace signs at the following locations:
 - 194 Fleming Ave., replaced a faded “No Trucks” sign
 - Walden & Sycamore Cir., replace HIP street names
 - Acadia Ct. & Poplar Dr., installed HIP street names
 - Ocean Ter. & John Anderson Dr., installed HIP street names
 - N/end Orchard Ln. & John Anderson Dr., installed HIP street names and “No Outlet” sign
 - Amsden Rd. & John Anderson Dr., installed HIP street names
 - Laurel Oaks Cir. & Laurel Dr., straightened a twisted stop sign
 - Along Casement Dr., installed (2) “No Dumping” signs
 - Neptune Lift Station, installed a ‘No Parking & Reclaimed Water” sign

- **Stormwater Maintenance**

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Took TV truck to Orlando for repairs
- TV'd Tomoka Avenue
- Picked up two FDOT traffic grates for Hand Ave. at Hansen in Deland
- Added all footage from McLane Excavating for NPDES – Digging, Mowing and Harvester
- Vactor – down for repairs at Fleet
- Installed fish (5) in each FDOT pond from Clearwaters – grass carp
- Reachout Mowing – west of I-95 at Village's
- Pipe Replacement – Kent Drive and Loyola Drive
- Loaded Christmas floats for Building Maintenance
- Locates for Domicilio pipe replacement

- Streetsweeper – Street Sweeping

- 118.6 miles of road cleaned
- 27.0 cubic yards of debris removed

- **Fleet**

- **PM Services completed for the week**

Emergency—Vehicles and Equipment
1

Non-Emergency Vehicles and Equipment
18

- Road Calls for the week:

2

- Accidents for the week:

1=# 373 Harben Trailer

- Fuel on hand (central fueling station at fleet operations):

Diesel

6,737 gals.

Gas

10,830 gals.

- **Comments:**

Fleet continues to complete all pm services and or repairs on schedule.

- **Utilities**

- Projects Summary

- Prepared and forwarded response packages to the District for addressing items contained in SJRWMD request for additional information (RAI) for review of the City's Consumptive Use Permit (CUP) Compliance Report submittal.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Met with HDI representative to discuss future horizon activities and regulatory updates. Responding to recent information request concerning program from Department of Health.
- Airport Road Force Main Extension – An alternative piping arrangement is being investigated to provide reuse to Hunters Ridge and Breakaway Trails simultaneously.
- Fire Hydrant Replacement Program – Three (3) hydrants were replaced. Two hydrants were located on Brookwood. One hydrant is located on Orchard Street. A request for proposal (RFP) to Nodarse for soils testing in paved areas was processed and a work authorization was received. The fire hydrant scheduled for replacement on Buena Vista Avenue was deleted because it will be replaced when the Alcazar Avenue, Buena Vista Avenue and Seville Street Drainage Improvements construction is performed. A fire hydrant on Riverside Drive was added to the contract. The contractor offered to extend the terms of the existing contract for another two years at the same price and terms. This offer needs further investigation.
- Open Top Roll Off Style Container Filter – The container was delivered to the Wastewater plant.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful results of installation of the modified impeller bolts to demonstrate that ragging at the influent pump station is reduced or eliminated. Pumps continue to show intermittent clogging due to rags. The manufacturer's representative determined that additional bracing will be needed to allow the pumps to operate through their range without vibrating. The pump wet well will be examined to determine if rags are floating inside and not being pumped into the plant. Changes in the operating levels of the pumps may be required if a significant number of rags are found. Further training on the centrifuges was held on 11/16/10. Dates for equipment being placed into service are being reviewed by staff. A notice of substantial completion will be issued for equipment already in service once the dates are finalized.
- Ormond Beach Wastewater Treatment Plant Expansion –Electrical work is being performed to install temporary service to the contractor's trailer.
- Gravity Sewer Pipeline Repair –The notice to proceed was issued for 11/15/10. Manhole rehabilitation work started on Hand Avenue.
- Water Treatment Plant High Service Pump Station VFD Conversion - Record drawings were received from the contractor in order to close out the project. These drawings need to be reviewed.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. Contractor is waiting for doors to be delivered. Dewatering system well points are set at the Lift Station OM site. The projected delivery time for the doors at Lift Station 6M is two weeks. The construction contract has progressed beyond the time extension granted in the change order. The contractor was asked to provide documentation for the delays that caused the project to exceed the time extension. A letter was received from the bonding company requesting that all further payments be made to them directly. A meeting was held with the legal department to determine an appropriate response to their request. A default of contract letter was prepared and sent to Worsham. The letter notifies the Contractor that all further payments will go to the bonding company. Acknowledgement is required from the Contractor before starting at the Lift Station OM site.
- Root Control Services – A preconstruction meeting was held on November 15th.

- Town Square and Lift Station 4M1 Rehabilitation –Staff initiating design phase in house. A field visit to the lift stations needs to be performed.
- Tymber Creek Road Phase 1 – Plans (100 % Design Phase) were received from Volusia County. New conflicts occurred with the drainage pipe proposed to be installed in the median strip. A meeting will be scheduled with operations and engineering to review the plans.
- Water Plant Aerator Rehabilitation –McKim and Creed provided a proposal to prepare plans and specifications to bid the project. This proposal is being reviewed.
- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. This proposal is being reviewed.
- SPRC - A power cable serving power to Hudson Well 34H was severed when the Contractor installed drainage pipe in the easement between Huntington Townhomes Flagler Co. and Hunter's Ridge Volusia Co. Field notes were obtained from the engineering inspectors to determine the extent of contractor liability. Negotiating equitable solutions for power restoration with Developer on November 19.
- Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services and collective bid for these services with City of Daytona Beach. Specifications and front end documents previously submitted are being reviewed by Daytona Beach for their comments. Coordinated final form of draft agreement for advertisement with Legal Dept. The proposed contract for a sludge hauler that will be incorporated into the Daytona Beach documents is being reviewed and edited by staff.

Water Distribution

- Replaced 31 residential meters, installed 2 new water services, disconnect 1 water service.
- Responded to 9 leaks, 1 low pressure calls, flushed 2 cloudy water complaints
- Replaced 5 water services (2 under road), 9 meter boxes, capped 10 water services in Deer Creek due to stolen valves
- Tested 6 city owned backflow preventers, all tested good.
- Valve maintenance and exercising was continued on Brookwood Subdivision, S. Orchard St, Hammock Lane, Mary St, Cherrywood Cir, Jeannette Lane
- Fire hydrants: Completed notification, shutdown, and replacement with R&M Services to replace 3 fire hydrants; 2 hydrants in Brookwood Subdivision, and 1 on S. Orchard Ave (added main line valve). Rescinded boil water alert for the Cardinal Dr, S. Washington St, and North Shore Dr shut downs
- Flushed Brookwood Sub, S. Orchard Ave, Talaquah Sub, Tomoka Oaks Sub(south side)
- Replaced 3 timers and performed maintenance of 19 permanent flushing devices (changed time due to daylight savings, replace all timer batteries, run flusher and check for leaks)
- Cleaned and restock all trucks

Water Treatment

- Delivered to the City 36.953 million gallons for the week ending November 14, 2010 (5.279 MGD)
- Backwashed 11 filters for a total of 513,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Completed weekly well audit and drawdown tests
- Submitted satisfactory results of Annual Lead and Copper sampling program to FDEP. Preparing notice of results correspondence to participant customers.
- Prepared notification for free chlorine flushing event scheduled for November 29 through December 20, 2010.

Waste Water Collection - Reuse

- Crews responded to five trouble calls out west Breakaway/Hunters Ridge area and five in town. Cleaned all buildings and fueled equipment for weekend.
- Crews located sewer service at 910 Old Mill Run.
- Repaired 2" reuse blow off at 136 Banyan Dr.
- WW Collection System Manhole Rehab Project: 15 of 72 have been rehabbed by Chaz Equipment Inc.
- Installed 6" pump at wastewater plant.
- Crews assisted storm water department televising storm drain on Tomoka Ave.
- PEP System Maintenance Activities for period: Rehabbed 13 of 50 PEP Systems for FY 2010-11. Checked pep tank at 10 Dark Mount Trail, installed new pump, found water in the J-box. Butch and crew installed 18" riser at 31 Black Pine.
- Training on track hoe with crew.
- Checked irrigation system at Breakaway and Hunters Ridge.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 23.89 Million Gallons
- Produced 18.28 Million Gallons of Reuse
- Produced 5.61 Million Gallons of Surface Water Discharge
- Influent flows average the week @ 3.41 MGD, plant designed for 6 MGD
- Hauled tons of sludge 73.28 (14%-18% Solids).
- Annual Reuse Analysis Report has been submitted to FDEP
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant – Well Fields - Booster Stations

- Tightened loose hardware on #3 Hypochlorite pump also reversed rotation of motor as new style gearboxes have reverse gearing.
- Installed new mixer motor bracket on slurry tank #2.
- Replaced float valve on Slurry tank #1.
- Installed new 600 amp breaker for Aerator Building Pump Control panel.
- Inspected work performed on New Rima Ridge wells 54, 55 and 56.
- Repaired leaking check valve on Aerator pump #2.
- Primed and painted Hypochlorite pump #1 base.
- Primed and painted pipes around scrubber control cabinets.
- Primed and painted ladders around chlorine containment area. All hardware and metal piping are showing signs of increased corrosion.
- Brought pump 440 and generator 366 to fleet for scheduled service.
- Replaced outside light at well 7D.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Attended Weekly staff meeting

Wastewater Plant – Lift Stations – Reuse System

- Replaced RTU batteries at Deer Creek, Cypress Place, Arroyo Parkway and Wal-Mart liftstations.
- Cleaned probe at Riverbend liftstation.
- Reset pump #1 and cleaned probe at Southern Pines liftstation.
- Checked and reset motor starter at barscreen #1. Piece of debris was caught in chain.
- Assisted storm water crews with Vactor to flush Alum lines.

- Installed new packing on centrifuge feed pump #2.
- Delivered 3201 and 3170 pump from Breakaway Trails and 4M liftstations to FLYGT for rebuild.
- Assisted operations with Sand filter service.
- Towne Square removed blockage from impeller on several occasions throughout week, new impeller is on order and is being shipped with receipt expected in 2 weeks, will monitor station.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Assisted operations deragging influent pumps.(Twice)
- Assisted operations deragging recycle pumps.
- Assisted operations deragging RAS/WAS pumps
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 18 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 Liftstations. Pulled pumps check/replace impellers
- Utilities Division completed 76 work orders as reported in MP2 computerized maintenance management system, of which 56 were PM work requests and 20 were repair work orders.